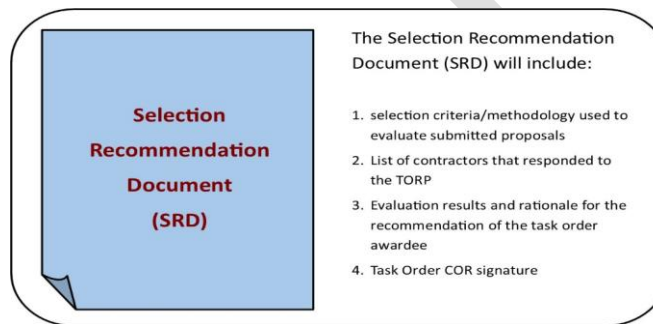


After evaluating the proposals and selecting an Awardee, the Task Order Contracting Officer's Representative (COR) prepares a Selection Recommendation Document (SRD) describing the review process and providing a rationale for recommendation of the Awardee. **All proposals submitted must be fully evaluated.**

The Task Order Contracting Officer (CO) reviews and approves the SRD before sending it to the NIHBPSSII CO for concurrence. To facilitate this step of the task order process, the NIHBPSSII Program Support Team developed this SRD template.

The SRD must include

- the selection criteria/methodology for evaluating submitted proposals as originally defined in the TORP package;
- a list of the contractors that responded to the TORP;
- rationale for the recommendation of the task order Awardee, including a summary of evaluation results, any negotiations conducted, price analysis, and award analysis; and
- signature of the Task Order CO.



The Task Order CO uploads the signed SRD in the electronic Government Ordering System (eGOS) 'Selection' screen and submits it to the NIHBPSSII CO and COR for review and concurrence. **The Task Order CO cannot process the award until concurrence is received.**

Upon concurrence, the Task Order CO processes the award document (OF-347) and uploads the signed award document and the DCIS report to the "Selection" screen. The Task Order CO will then resubmit the selection, with the SRD, the OF-347, and the DCIS report attached - to the NIHBPSSII CO and COR.

The NIHBPSSII CO sends the awardee an award letter along with the award document provided by the Task Order CO. **Contractors are not to begin work unless they receive the award document from the NIHBPSSII CO.** In addition, the NIHBPSSII CO approves the selection in eGOS which triggers the release of an award notice to all the contractors informing them of the award.

Questions about the SRD template or any other aspect of the task order process should be directed to the NIHBPSSII Program Support Team (NIHBPSSIII@nih.gov).

For more information regarding the task order process, roles and responsibilities, etc., please reference the NIHBPSSII Standard Operating Procedures available on the 'Resources' tab of our website (<http://NIHBPSSII.olao.od.nih.gov>).

1 Task Order Information

Task Order (TO) Title:	<i>Task Order Title</i>
Task Order Request Package (TORP) Number:	<i>#XXXX</i>
Date Evaluation Completed:	Click here to enter a date.
Requesting Institute/Center:	<i>Enter Text Here</i>
TO Period of Performance:	<i>Enter Dates Here</i>

Assigned prior to TORP release by the NIHBPSSII Program Support Team

Range of dates identified for the event in the TORP

2 Contractors' Response Information

Contractor Name	Contract Number	Proposal Submitted	No Response Statement Submitted
Guidehouse, LLP	75N98019D00011	<input type="checkbox"/>	<input type="checkbox"/>
Octo Consulting	75N98019D00012	<input type="checkbox"/>	<input type="checkbox"/>
Deloitte Consulting, LLP	75N98019D00013	<input type="checkbox"/>	<input type="checkbox"/>
Net eSolutions Corporation	75N98019D00014	<input type="checkbox"/>	<input type="checkbox"/>
SAIC	75N98019D00015	<input type="checkbox"/>	<input type="checkbox"/>
International Business Machines Corporation	75N98019D00016	<input type="checkbox"/>	<input type="checkbox"/>
ICF Incorporated, LLC	75N98019D00017	<input type="checkbox"/>	<input type="checkbox"/>
BoozAllenHamilton	75N98019D00018	<input type="checkbox"/>	<input type="checkbox"/>
IronArch Technology LLC	75N98019D00019	<input type="checkbox"/>	<input type="checkbox"/>
Advanced Decision Vectors LLC	75N98019D00020	<input type="checkbox"/>	<input type="checkbox"/>
Corner Alliance	75N98019D00021	<input type="checkbox"/>	<input type="checkbox"/>
T and T Consulting Services, Inc.	75N98019D00022	<input type="checkbox"/>	<input type="checkbox"/>
Censeo Consulting Group, Inc	75N98019D00023	<input type="checkbox"/>	<input type="checkbox"/>
Sprezzatura Management Consulting, LLC	75N98019D00024	<input type="checkbox"/>	<input type="checkbox"/>

3 Recommended Contractor

Contractor Name:	Choose an item.
Contractor Address:	Choose an item.
Please type in the address if different than above: <i>Enter Text Here</i>	
<u>Point of Contact</u>	
Name:	<i>Contractor Point of Contact Name</i>
Phone Number:	<i>(XXX) XXX-XXXX</i>
Fax Number:	<i>(XXX) XXX-XXX</i>
E-Mail Address:	<i>name@company.com</i>

4 Documentation of Award Decision

1. Was the TORP announced to all prime contractors? If not, confirm that an exception to the Fair Opportunity rule was cited in the TORP and cite below the exception used.

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

Provide further explanation if exception to the Fair Opportunity rule was cited in the TORP

If no, enter text here to provide further explanation in regards to the exception to the Fair Opportunity rule.

2. List the selection criteria/methodology used to evaluate the competing prime contractors. Include all additional evaluation factors in the blank box provided below the original evaluation factors
Note: The selection criteria/methodology must match what was listed in the original TORP package. The customer should have used at least one or any combination of the original evaluation criteria. In addition, the customer could have created additional evaluation factors at their discretion.

Please provide comments below regarding the selection criteria/methodology used in your evaluation

Please reference the original TORP package for selection criteria/methodology.

(SAMPLE LANGUAGE)

The selection criteria for evaluating the competing prime contractors were 1) Understanding of the requirements, 6) Past performance, and 7 Cost/Price. All three criteria, as originally identified in our TORP package, were weighed evenly. Understanding of the requirements and Technical approach were evaluated on a scale of 1 to 5 with 1 being the top rating. Cost/Price was evaluated as reasonable/unreasonable based on our Independent Government Cost Estimate (IGCE) analysis.

3. Provide rationale for the recommendation of the task order Awardee including a narrative summarizing the evaluation results for each contractor's submission. The narrative should include specific details regarding any negotiations conducted and price analysis. **Note:** Feel free to reference attachments if you already have a justification written as part of your evaluation.

SEE ATTACHMENT "RATIONALE NARRATIVE (#3)"

Please provide a thorough explanation/justification for your evaluation and any other scoring mechanisms/breakdown (i.e. point system) used. A separate Word document may be attached. Each company and their respective proposals must be evaluated.

4. Summarize the price/cost proposed by the selected Awardee. Enter the value for each contract period and press the arrow keys or tab key to move to the next field.

Contract Period	Total Cost
Base Year	
Option Year 1	
Option Year 2	
TOTAL	\$ 0.00

5 Approving Authority

Task Order Contracting Officer	
Name:	<i>Enter Text Here</i>
NIH IC/ Federal Agency:	<i>Enter Text Here</i>
Phone Number:	<i>(XXX) XXX-XXXX</i>
Fax Number:	<i>(XXX) XXX-XXXX</i>
E-Mail Address:	<i>name@nih.gov</i>
Signature:	x _____
Date:	Click here to enter a date.

The Task Order Contracting Officer must sign the completed SRD, scan it, and email it to the NIHBPSSII Contracting Officer email box (NIHBPSSII@mail.nih.gov) for concurrence

Selection Recommendation Document

Attachment: Rationale Narrative (#3) (SAMPLE)

Selected Awardee: Company S

Description of the Selection Process:

Provide rationale for the recommendation of the task order awardee including a narrative summarizing the evaluation results for each contractor's submission. The narrative should include specific details regarding any negotiations conducted and price analysis.

Understanding of the requirement was the first evaluation criteria reviewed with a rating scale from 1-5, with 1 being the top rating. The scale used is represented as follows:

#	Rating	Description of Rating
1	Exceptional	Full and comprehensive understanding demonstrated related to task order requirements. Frequent examples cited of repeat customers/awards.
2	Outstanding	Abundant and wide range of understanding demonstrated related to task order requirements. Several examples cited of repeat customers/awards.
3	Good	Sufficient understanding demonstrated related to task order requirements. Several examples cited of repeat customers/awards.
4	Fair	Limited understanding demonstrated related to task order requirements.
5	Poor	Inadequate information provided or no relevant understanding demonstrated.

Company Name	Score	Additional Comments
Company A*	3	
Company C*	2	
Company H	2	
Company S*	1	

Please provide additional information regarding the scoring methodology used, if necessary.

Past Performance was the second evaluation criteria reviewed with a rating scale from 1-5, with 1 being the top rating. The scale used is represented as follows:

#	Rating	Description of Rating
1	Exceptional	Full and comprehensive range of past performances demonstrated related to task order requirements. Frequent examples cited of repeat customers/awards.
2	Outstanding	Abundant and wide range of past performances demonstrated related to task order requirements. Several examples cited of repeat customers/awards.
3	Good	Sufficient past performances demonstrated related to task order requirements. Several examples cited of repeat customers/awards.
4	Fair	Limited past performance demonstrated related to task order requirements.
5	Poor	Inadequate information provided or no relevant past performances demonstrated.

Company Name	Score	Additional Comments
Company A*	3	
Company C*	2	
Company H	2	
Company S*	1	

Cost/Price was the third evaluation criteria reviewed. The costing information from each contractor was assessed, namely in comparison to our independent Government Cost Estimate (IGCE).

Company Name	Comments
Company A*	The direct cost pricing is reasonable. The labor rate is reasonable, but the G&A provided is the highest in comparison to the other contractors
Company C*	The direct cost pricing is reasonable. The labor rate is one of the highest, but the G&A is reasonable.
Company H	The direct cost pricing is reasonable except that the proposed travel rates are very high. The labor rate is the highest in comparison to the other contractors, but the G&A is reasonable.
Company S*	The direct cost pricing is reasonable. The labor and G&A costs are reasonable as well.